

# Legal Assistant - Dover



Shaheen & Gordon, P.A., Attorneys at Law, is seeking a Legal Assistant responsible for supporting a trial attorney with civil cases in State and Federal Courts in their Dover, NH office. This is a part-time position, working 25-28 hours per week. The ideal candidate will have at least 5 years' experience. To be successful in this role the candidate must demonstrate the ability to work as a member of a team, in addition to working independently.

Responsibilities to include, but are not limited to:

- Preparation of general correspondence, motions and objections
- Management of civil files
- Have solid knowledge of Court Rules and all discovery deadlines
- Assist with discovery and document management
- Serve and file legal papers in the correct court and familiarity with electronic filing systems in both State and Federal Court
- Strong computer skills, dictation, Microsoft Office, Outlook, Excel, Adobe, Centerbase, NetDocuments, scanning and maintaining electronic files

- Must have excellent communication skills via email, phone, and with clients, court staff and opposing counsel
- Must be highly organized with an ability to prepare case files for attorneys to use at court hearings

In addition, excellent secretarial skills, the ability to multi-task and under pressure, communicate clearly, as well as being organized and able to prioritize is required. Attention to detail and proofreading skills are a must have. We look forward to welcoming someone who takes pride in their work, is enthusiastic and who will thrive in a fast-paced environment.

Shaheen & Gordon presents a pleasant, supportive, challenging, non-smoking work environment. Salary commensurate with experience, with some benefits.

Please forward your cover letter, resume, and salary requirements to [recruiting@shaheengordon.com](mailto:recruiting@shaheengordon.com).

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